

## Perkins Reminders

1. When completing course offerings forms, make sure that the career majors and courses listed are the same (titles and content) as those in the Program of Studies (POS). It is acceptable to change the name of the course locally to attract students. However, the correct course titles found in the POS should be used when submitting data to KDE.
2. For each career major, four career-related credits must be offered. At least three credits should come from recommended courses and one from elective courses as identified in the Program of Studies for Career and Technical Education.
3. Ensure that each CTE program has students participating in Skill Standards Assessments for every career major where a skill standards assessment is offered and that students are assessed **only** in those Skill Standards Assessment areas for which career majors are indicated on the Course Offerings Form and reported in STI/TEDS.
4. Make sure that teachers are certified in the CTE content areas in which they are teaching Career and Technical Education (CTE) courses. Any CTE teacher teaching out of field may jeopardize SEEK funding for the school district.
5. Ensure that each CTE program has students participating in a nationally affiliated Career and Technical Student Organization (CTSO) such as FBLA, FFA, FCCLA, DECA, TSA, SkillsUSA, HOSA, etc. KRS 151B.025 Section Nine states: Recognized career and technical student organizations shall be an integral part of career and technical education program and shall be supervised by qualified career and technical educational personnel. All students shall be provided an opportunity to participate in leadership development activities.
6. When writing or revising the Comprehensive Improvement Plan, make sure that you address an increase in academic and technical achievement of CTE students as measured by the Perkins Performance Indicators. Refer to website <http://www.kyschools.org/KDE/Instructional+Resources/Career+and+Technical+Education/Perkins+Accountability/default.htm>.
7. There are no separate co-op courses. Co-op experiences and credits should be integrated into the upper level courses (i.e., Accounting II, Advanced Marketing, Advanced Animal Science, Child Development II, etc.).

A sample Perkins Accountability Crosswalk is attached that indicates the alignment of information submitted on Course Offerings forms, entered into STI/TEDS, Skill Standards Assessments, and Career and Technical Student Organizations.



Sample Perkins  
Crosswalk1.doc

Questions or concerns should be addressed to Pat Vencill, Perkins Consultant at (502) 564-3775 or e-mail [pvencill@kde.state.ky.us](mailto:pvencill@kde.state.ky.us).